

e-grants Application Completion Guide

Department of Public Safety

Office of Justice Programs, Office of Traffic Safety and Homeland Security and Emergency Management

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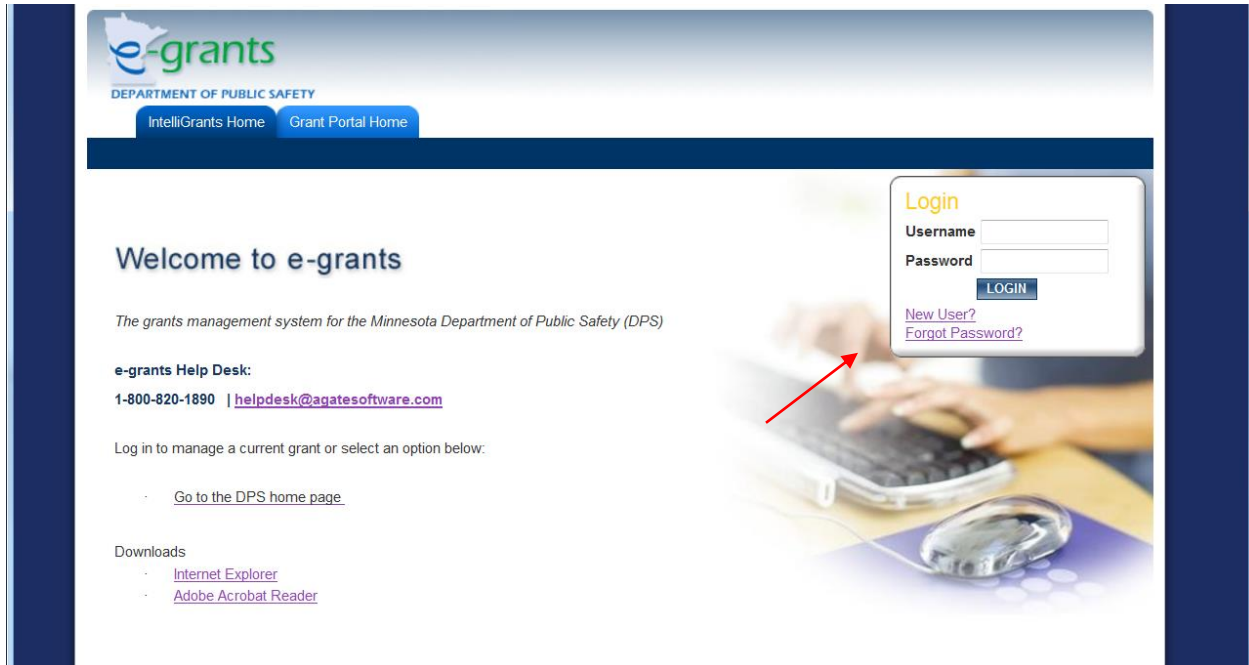
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Registration Information

e-grants HELP DESK: 1-800-820-1890 OR helpdesk@agatesoftware.com

If you are a current e-grants user, log into the e-grants system using your username and password.

If you need to apply for a username and password for the e-grants system by clicking on the [New User? Link](#)

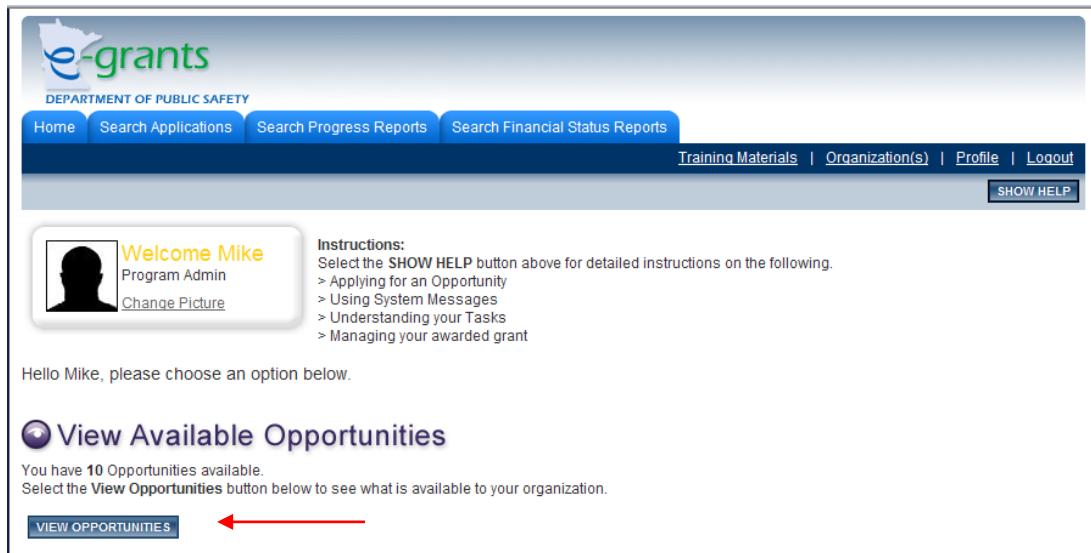


After clicking on the New User? Link, fill out the information on the screen and click “save.” Your information will be stored in the system and reviewed and approved by a state staff member before you can access the system.

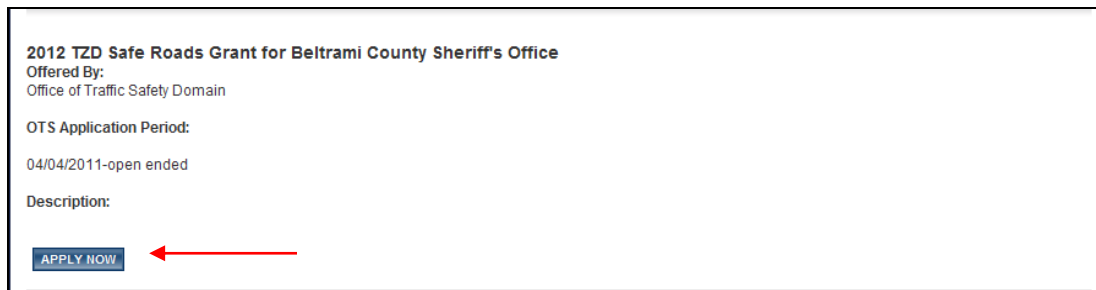
A screenshot of the e-grants user profile registration form. At the top right is a 'SAVE' button. Below a 'Back' link is the title 'Profile'. A note states: 'Please complete all the required fields below. Required fields are marked with an *.' The form is titled 'Contact Information' and includes the following fields: 'Name' (Prefix, First, Middle, Last, Suffix), 'Organization' (City of West Overshoe), 'Title', 'Address' (555 NorthofNowhere), 'City' (Overshoe), 'State' (Minnesota), 'Zipcode' (55555), 'County' (Dakota County), 'Phone #1' (6515555555), 'Phone #2', 'Fax', 'Cell Phone', 'Email' (myemail@gmail.com), 'Website', 'Username' (mpolo), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). A red arrow points from the right side of the form towards the 'SAVE' button.

Starting an Application

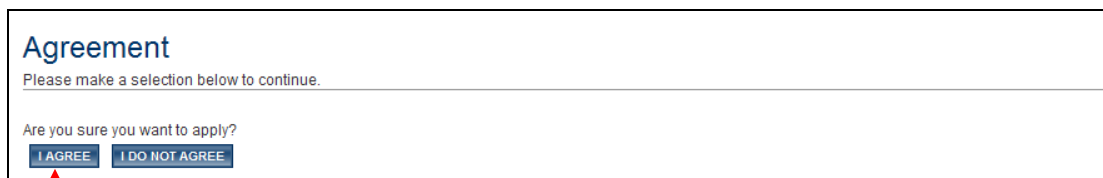
Once you are successfully logged in, your home page will show available opportunities to apply for grants based on the type of agency you represent. Click on “View Opportunities” to view information about these open Request for Proposals (RFPs).



Step 1: Scroll down until you see the RFP you want to apply for and click “apply now.” This one says “Beltrami County Sheriff’s Office” because I’m logged in as a member of that agency – your screen will show the agency you represent.



You will be asked whether or not you want to apply. Click “I agree” to start an application or click “I do not agree” to go back to the main menu.



Step 2: If you click “I Agree” to start an application, you will see this page below.

Step 3: Click on “View Forms” to begin filling in the required RFP forms.

[Back](#)

OTS Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

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[Details](#)

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

VIEW RELATED ITEMS

PLEASE NOTE: All RFPS created by each division of Department of Public Safety will contain different required forms, collecting different information.

Step 4: Fill out each form and click “SAVE.” **VERY IMPORTANT!!!** If you don’t click “SAVE,” your information will be lost as you navigate to the next form. After you click “SAVE,” you can navigate to other forms by using the navigation links below the form you are viewing. (See below for “Completing the Budget form” instructions)

SAVE **ADD NOTE** **CHECK GLOBAL ERRORS**

Page Information
The information has been saved.

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PROGRAM OVERVIEW AND GENERAL INSTRUCTIONS

Instructions:

Please complete this page, then click the **Save** button. Required fields are marked with an *.

Please review the [Program Overview and General Instructions](#).

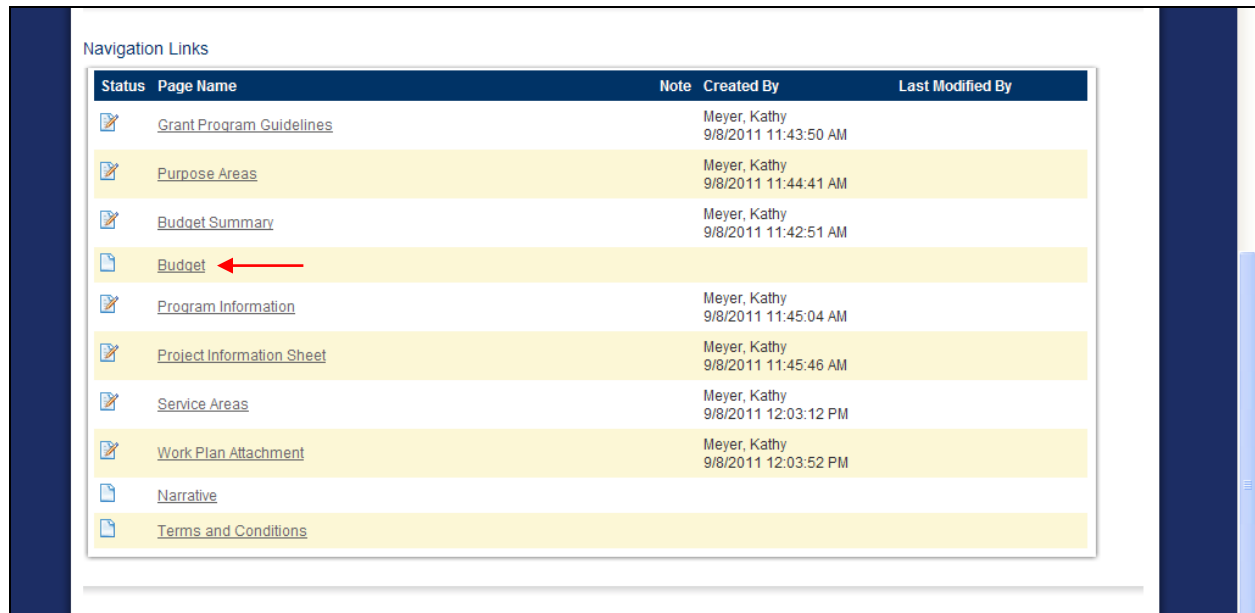
☒ I have read and understand the [Program Overview and General Instructions](#).*

Signature * Date *

PLEASE NOTE: Any users that are associated with this application may edit any of the forms. You can also go back and revise any forms at any time until the application is submitted. You may log out and log back on as many times as you wish.

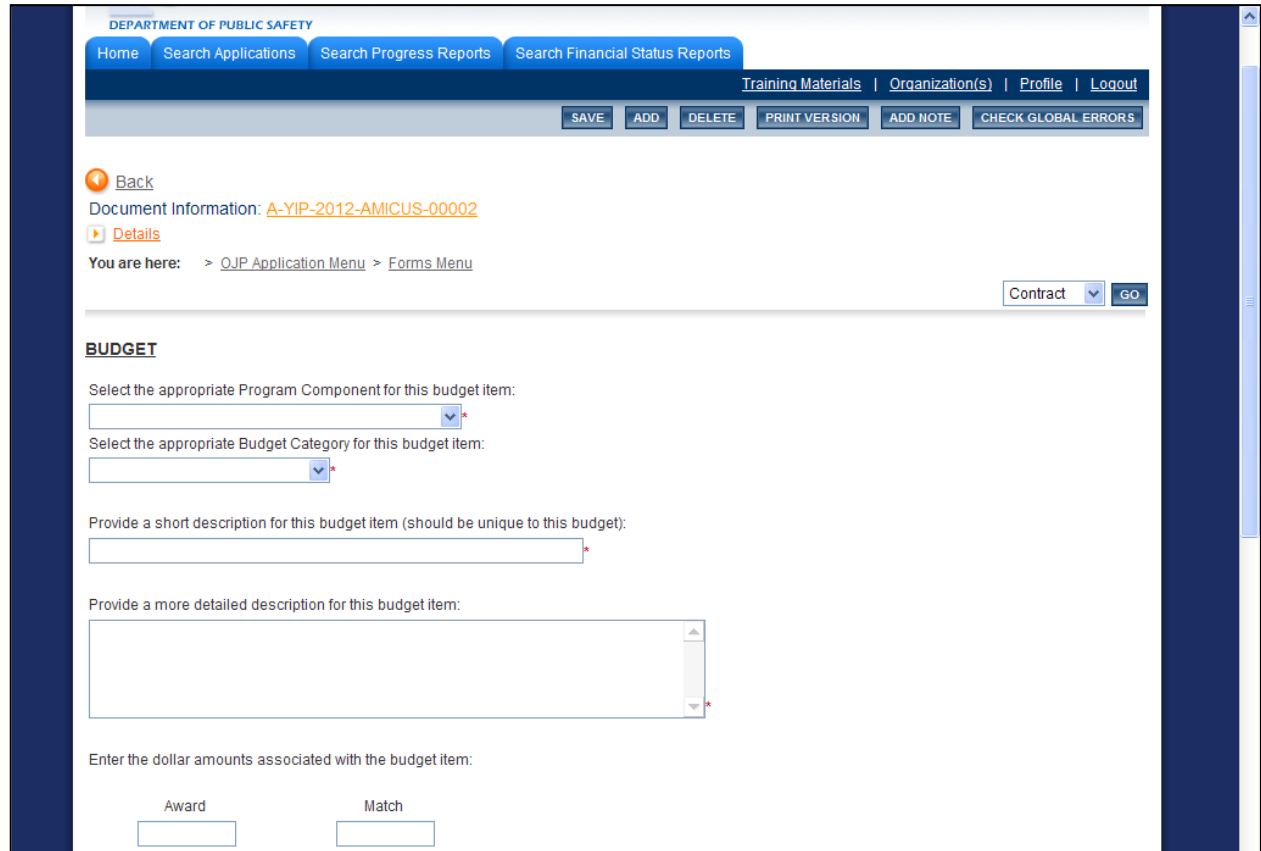
Completing the Budget form:

Budget Step 1: Click on the Budget Category in the Navigation Links



Status	Page Name	Note	Created By	Last Modified By
	Grant Program Guidelines		Meyer, Kathy	9/8/2011 11:43:50 AM
	Purpose Areas		Meyer, Kathy	9/8/2011 11:44:41 AM
	Budget Summary		Meyer, Kathy	9/8/2011 11:42:51 AM
	Budget			
	Program Information		Meyer, Kathy	9/8/2011 11:45:04 AM
	Project Information Sheet		Meyer, Kathy	9/8/2011 11:45:46 AM
	Service Areas		Meyer, Kathy	9/8/2011 12:03:12 PM
	Work Plan Attachment		Meyer, Kathy	9/8/2011 12:03:52 PM
	Narrative			
	Terms and Conditions			

Next Screen:



DEPARTMENT OF PUBLIC SAFETY

Home Search Applications Search Progress Reports Search Financial Status Reports

Training Materials | Organization(s) | Profile | Logout

SAVE ADD DELETE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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You are here: > [OJP Application Menu](#) > [Forms Menu](#)

Contract

BUDGET

Select the appropriate Program Component for this budget item:

Select the appropriate Budget Category for this budget item:

Provide a short description for this budget item (should be unique to this budget):

Provide a more detailed description for this budget item:

Enter the dollar amounts associated with the budget item:

Award Match

Budget Step 2: Enter data for first Budget Category, including Award (and Match if applicable) amounts at the bottom of the page

Budget Step 3: Click Save in upper right corner

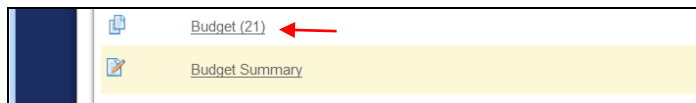
Next Screen:

The screenshot shows a web application interface for budget management. At the top, there is a navigation bar with links: Training Materials, Organization(s), Profile, and Logout. Below this is a toolbar with buttons: SAVE, ADD, DELETE, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. A message box indicates 'Page Information' has been saved. A 'Back' button is visible. The document information is 'A-YIP-2012-AMICUS-00002'. The breadcrumb trail is 'You are here: > OJP Application Menu > Forms Menu > Application'. The main section is titled 'BUDGET'. It contains several form fields: 'Select the appropriate Program Component for this budget item:' with a dropdown menu showing 'Youth Intervention'; 'Select the appropriate Budget Category for this budget item:' with a dropdown menu showing 'Personnel'; 'Provide a short description for this budget item (should be unique to this budget):' with a text box containing 'Personnel'; 'Provide a more detailed description for this budget item:' with a text box containing 'Two Staff @ \$30,000 per year x 2 years = \$120,000'; and 'Enter the dollar amounts associated with the budget item:' with two sub-sections: 'Award' with a text box containing '\$100,000.00' and 'Match' with a text box containing '\$20,000.00'.

Budget Step 4: Click Add to enter another Budget Category

Repeat Budget Steps 2, 3 and 4 for each Budget Category

Note: After each successfully added Budget Category, you will notice the number of categories being added to the end of the “Budget” navigation link in the forms Menu

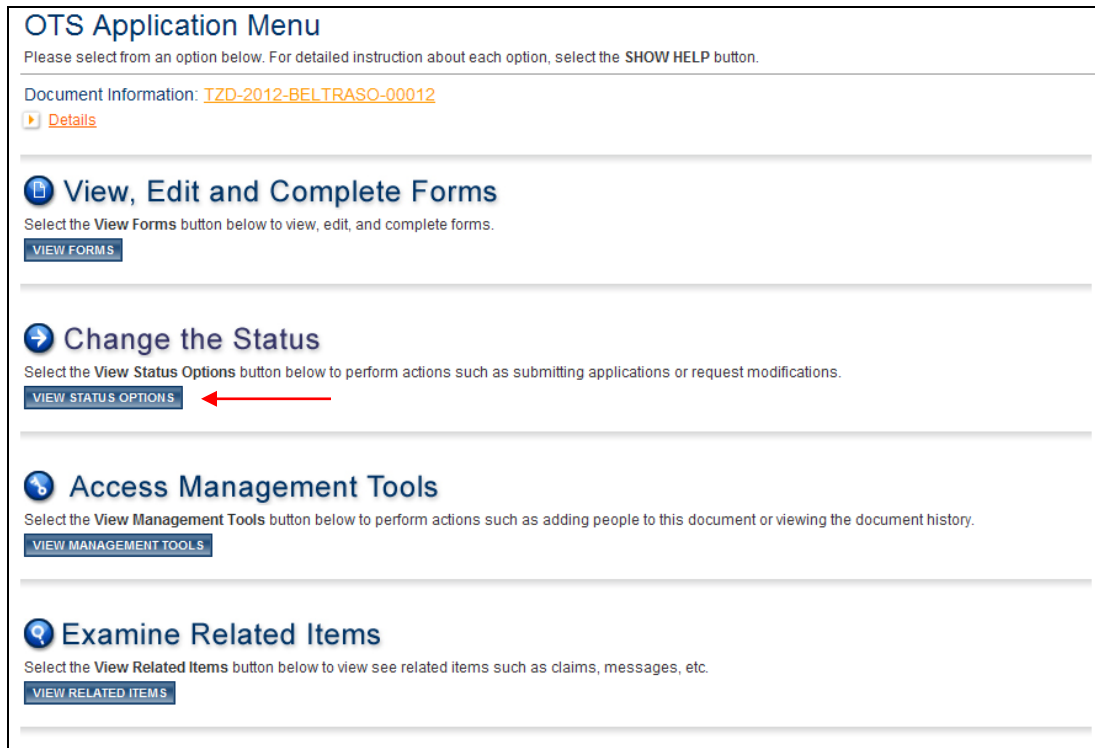


The “Budget Summary” form shows a summary of the entered budget categories and there is no action needed for this form. This is also where you will find the link to print the budget with full detail.

Submitting the Application

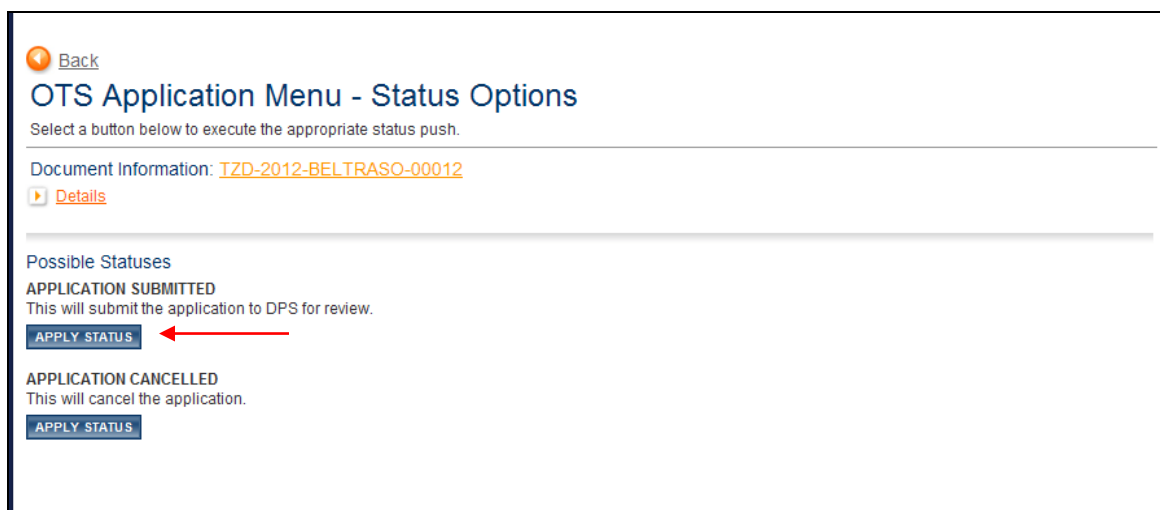
VERY IMPORTANT!! When you are completely done filling out all required information, you need to submit your application. Your application may not be considered for funding if you do not submit it!! After you submit it, you will no longer be able to edit the information, so make sure you have completed the information required. e-grants will error check the application to make sure all required fields are completed.

To submit your application, navigate to the main application menu by clicking on the application number. Then click on “View Status Options.”



The screenshot shows the 'OTS Application Menu' with a header instruction: 'Please select from an option below. For detailed instruction about each option, select the SHOW HELP button.' Below this is 'Document Information: TZD-2012-BELTRASO-00012' with a 'Details' link. The menu contains four main sections: 1. 'View, Edit and Complete Forms' with a 'VIEW FORMS' button. 2. 'Change the Status' with a 'VIEW STATUS OPTIONS' button, which is highlighted by a red arrow. 3. 'Access Management Tools' with a 'VIEW MANAGEMENT TOOLS' button. 4. 'Examine Related Items' with a 'VIEW RELATED ITEMS' button.

Click “Apply Status” under Application Submitted to submit the application for DPS review. You also have the choice to cancel your application if you do not want to apply for the grant.



The screenshot shows the 'OTS Application Menu - Status Options' page. It includes a 'Back' link and the same document information. Under 'Possible Statuses', there are two options: 'APPLICATION SUBMITTED' with the instruction 'This will submit the application to DPS for review.' and 'APPLICATION CANCELLED' with the instruction 'This will cancel the application.' Both options have an 'APPLY STATUS' button. A red arrow points to the 'APPLY STATUS' button for the 'APPLICATION SUBMITTED' option.

The next screen verifies your desire to submit the application. You can also add notes in the note field. Then click “I Agree.” e-grants will then return to the main application menu.

If your application was successfully submitted you will receive this message in your email:

“The following is an automated message from e-grants: e-grants successfully received an application A-TZD-2015-THOHT-00055 for the TZD Grant Program.”

Printing Application Forms

PLEASE NOTE: This option ONLY prints forms completed in e-grants, it DOES NOT print uploaded items. This option also prints EACH budget category on it’s own form. Please see the “Full Budget Printing” below for a better budget print option.

Step 1: Navigate to the application main menu by clicking on the application number.

Status	Page Name	Note	Created By	Last Modified By
	Program Overview and General Instructions		Chief Dep. Mike Bakke	4/27/2011 5:52:30 PM
	Eligibility Form			
	Work Plan - Part 1 - Organization and Community Background			
	Work Plan - Part 2 - Coalition and Fatal Review			
	Work Plan - Part 3 - Grant Activity			
	Work Plan - Part 3 - Grant Activity - Other			
	Administrative and Financial Obligations			
	Evaluation of Proposals for 2012 TZD Safe Roads			
	Budget			
	Budget Summary			

Step 2: Click on “View Management Tools.”

OTS Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

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[Details](#)

View, Edit and Complete Forms
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[VIEW FORMS](#)

Change the Status
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[VIEW STATUS OPTIONS](#)

Access Management Tools
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[VIEW MANAGEMENT TOOLS](#)

Step 3: Click on “Create Full Print Version.”

Step 4: Click **PRINT VERSION** in upper right corner

Printing Full Budget

Step 1: Click on View Forms

[Back](#)

OTS Application Menu

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[VIEW MANAGEMENT TOOLS](#)

Step 2: Click on Budget Summary

Step 3: Click on Full Budget Detail Printout- this printout will print all categories with full detail on two pages.

Application User Management

To add or remove people having access to your application

Step 1: Click on “Add/Edit People.”

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OTS Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

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[Details](#)

Management Tools

[CREATE FULL PRINT VERSION](#) ←
Select the link above to create a printable version of the document.

[ADD/EDIT PEOPLE](#) ←
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

[STATUS HISTORY](#)
Select the link above to view the status history of this document.

[CHECK FOR ERRORS](#)
Select the link above to check the entire document for errors.

[VIEW MODIFICATION HISTORY](#)
Select the link above to view various modifications that people have made to specific pages in the document.

Step 2: Uncheck every user that you do not want associated with this application

Step 3: Click Save

Reports | Administration | Training Materials | Organization(s) | Profile | Logout

[SAVE](#) [SHOW HELP](#)

[Back](#)

OJP Grant Menu - People

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [A-VCET-2015-BELTRASO-00044](#)

[Details](#)

Person Search

Enter a name or partial name: [SEARCH](#)

Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	Lt. Gary Pederson Email		Authorized Representative	8/27/2014	Grant System
<input checked="" type="checkbox"/>	Samantha Rux Email	Beltrami County Sheriff's Office (Authorized Representative), Beltrami County (Financial Officer)	Authorized Representative	8/27/2014	Grant System
<input checked="" type="checkbox"/>	Shannon Seibel Email	Beltrami County Sheriff's Office (Program Admin), Bemidji Police Department (Viewer)	Program Admin	8/27/2014	Grant System
<input checked="" type="checkbox"/>	Tricia Hummel Email	Office of Justice Programs Domain (State Authorized Signer)	State Authorized Signer	8/27/2014	Grant System

Step 4: To Add an user, enter that user's name in the Person Search box, click Search

Next Screen:

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OJP Grant Menu - People

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [A-VCET-2015-BELTRASO-00044](#)

[Details](#)

Person Search

Enter a name or partial name:

People Found

<input type="checkbox"/> Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/> Chief Ward Anderson Email	Roseau County (Program Admin)	-- Select --	11/5/2015	-
<input type="checkbox"/> Dawn Anderson Email	Fairview Northland Medical Center (Program Admin)	-- Select --	11/5/2015	-

Step 5: Check the box and select user role (See below for User Role Permissions)

Step 6: Click Save

User Role Permissions

- **Authorized Representative:**
 - Edits and inactivates their own user account information and user account management for the organization
 - Writes and submits grant applications
 - Accepts grant agreements
 - Accepts grant amendments
 - Writes and submits progress reports
 - Initiates and submits financial status reports (requests for payment)
- **Program Administrator:**
 - May perform all the tasks an Authorized Representative does, except user management
- **Financial Officer:**
 - Edits their own user account information
 - Initiates and submits financial status reports (requests for payment)
 - View grant documents
- **Writer:**
 - Edits their own account information
 - Write grant applications
 - View grant documents
- **Viewer:**
 - Edits their own account information
 - View the grant documents